

✓  
THE DIRECTOR OF  
CENTRAL INTELLIGENCE

National Intelligence Council

17 September 1985

DDCI,

Attached is a briefing book for the meeting of the Vice President's Task Force on Combatting Terrorism to be held on 18 September at 1030-1130 in the Roosevelt Room. I will be pleased to represent you and the Director in the event your schedule cannot permit you to make this meeting.

*Knows  
you're  
going*



Charles E. Allen  
NIO/CT

STAT

*Get answers  
re co location*

**Page Denied**

# EXECUTIVE SECRETARIAT

## ROUTING SLIP

TO:

|    |          | ACTION | INFO | DATE | INITIAL |
|----|----------|--------|------|------|---------|
| 1  | DCI      |        | X    |      |         |
| 2  | DDCI     |        | X    |      |         |
| 3  | EXDIR    |        |      |      |         |
| 4  | D/ICS    |        |      |      |         |
| 5  | DDI      |        |      |      |         |
| 6  | DDA      |        |      |      |         |
| 7  | DDO      |        | X    |      |         |
| 8  | DDS&T    |        |      |      |         |
| 9  | Chm/NIC  |        |      |      |         |
| 10 | GC       |        |      |      |         |
| 11 | IG       |        |      |      |         |
| 12 | Compt    |        |      |      |         |
| 13 | D/OLL    |        |      |      |         |
| 14 | D/PAO    |        |      |      |         |
| 15 | VC/NIC   | X      |      |      |         |
| 16 | NIO/CT   | X      | X    |      |         |
| 17 | C/ [ ] 0 | X      | X    |      |         |
| 18 |          |        |      |      |         |
| 19 |          |        |      |      |         |
| 20 |          |        |      |      |         |
| 21 |          |        |      |      |         |
| 22 |          |        |      |      |         |

SUSPENSE

Date

Remarks

DCI and NIO/CT will attend this meeting.

Executive Secretary

12 Sept. 85

Date

3637 (10-81)

STAT

25X1

ON-FILE NSC RELEASE INSTRUCTIONS APPLY



Executive Registry

85- 3479

OFFICE OF THE VICE PRESIDENT  
WASHINGTON

11 September 1985

MEMORANDUM FOR

THE SECRETARY OF STATE  
THE SECRETARY OF THE TREASURY  
THE SECRETARY OF DEFENSE  
THE ATTORNEY GENERAL  
THE SECRETARY OF TRANSPORTATION  
THE DIRECTOR, OFFICE OF MANAGEMENT AND BUDGET  
~~THE DIRECTOR OF CENTRAL INTELLIGENCE~~  
THE CHIEF OF STAFF TO THE PRESIDENT  
ASSISTANT TO THE PRESIDENT  
FOR NATIONAL SECURITY AFFAIRS  
THE CHAIRMAN, JOINT CHIEFS OF STAFF  
DIRECTOR, FEDERAL BUREAU OF INVESTIGATION  
CHIEF OF STAFF TO THE VICE PRESIDENT  
ASSISTANT TO THE VICE PRESIDENT  
FOR NATIONAL SECURITY AFFAIRS

SUBJECT: Meeting of Task Force on Combatting Terrorism

The Vice President will chair the second meeting of the Task Force on Combatting Terrorism from 10:30 a.m. to 11:30 a.m. on Wednesday, 18 September 1985 in the Roosevelt Room at the White House. The purpose of the meeting will be to review progress to date, brief the projected Task Force schedule and a discussion by principals of new programs and emergent issues. An agenda and briefing papers will be distributed by 13 September.

The Senior Review Group of the Task Force staff met Wednesday, 11 September, in a preliminary session.

CONFIDENTIAL  
DECL:OADR

CONFIDENTIAL

CONFIDENTIAL

- 2 -

National Security Decision Directive (NSDD) 179, Task Force on Combatting Terrorism, July 20, 1985 will be the operative document for the meeting. Participation is limited to principal plus one. Please provide the names of your participants to Doug Menarchik at 395-4223 by 3:00 p.m., September 17, 1985.

*J L Holloway*  
J. L. Holloway, III  
Admiral, USN (Ret.)  
Executive Director

CONFIDENTIAL

# EXECUTIVE SECRETARIAT

## ROUTING SLIP

TO:

|    |         | ACTION | INFO | DATE | INITIAL |
|----|---------|--------|------|------|---------|
| 1  | DCI     |        | X    |      |         |
| 2  | DDCI    |        | X    |      |         |
| 3  | EXDIR   |        | X    |      |         |
| 4  | D/ICS   |        |      |      |         |
| 5  | DDI     |        | X    |      |         |
| 6  | DDA     |        |      |      |         |
| 7  | DDO     |        | X    |      |         |
| 8  | DDS&T   |        |      |      |         |
| 9  | Chm/NIC |        |      |      |         |
| 10 | GC      |        |      |      |         |
| 11 | IG      |        |      |      |         |
| 12 | Compt   |        |      |      |         |
| 13 | D/OLL   |        |      |      |         |
| 14 | D/PAO   |        |      |      |         |
| 15 | VC/NIC  | X      |      |      |         |
| 16 | NIO/CT  |        | X    |      |         |
| 17 | C/ /DO  |        | X    |      |         |
| 18 | D/OGI   |        | X    |      |         |
| 19 |         |        |      |      |         |
| 20 |         |        |      |      |         |
| 21 |         |        |      |      |         |
| 22 |         |        |      |      |         |

SUSPENSE

17 Sep 85

Date

## Remarks

To 15: As the DCI will be out of town for this meeting, please have Charlie Allen prepare coordinated points for DDCI's attendance.

Executive Secretary

16 Sept 85

Date

3637 (10-81)

STAT

25X1

25X1

Executive Registry

85- 2998/7

ON-FILE NSC RELEASE INSTRUCTIONS APPLY



OFFICE OF THE VICE PRESIDENT  
WASHINGTON

September 13, 1985

MEMORANDUM FOR

THE SECRETARY OF STATE  
THE SECRETARY OF THE TREASURY  
THE SECRETARY OF DEFENSE  
THE ATTORNEY GENERAL  
THE SECRETARY OF TRANSPORTATION  
THE DIRECTOR, OFFICE OF MANAGEMENT AND BUDGET  
THE DIRECTOR OF CENTRAL INTELLIGENCE  
THE CHIEF OF STAFF TO THE PRESIDENT  
ASSISTANT TO THE PRESIDENT  
FOR NATIONAL SECURITY AFFAIRS  
THE CHAIRMAN, JOINT CHIEFS OF STAFF  
DIRECTOR, FEDERAL BUREAU OF INVESTIGATION  
CHIEF OF STAFF TO THE VICE PRESIDENT  
ASSISTANT TO THE VICE PRESIDENT  
FOR NATIONAL SECURITY AFFAIRS

SUBJECT: Meeting of Task Force on Combatting Terrorism

Enclosed is the agenda and the appropriate documents for the second meeting of the Task Force on Combatting Terrorism, September 18th at 10:30 A.M., in the Roosevelt Room, the White House.

*J. L. Holloway*  
J. L. Holloway, III

Admiral, USN, Retired  
Executive Director  
Task Force on Combatting Terrorism

Enclosures: Agenda  
Task Force Schedule  
List of Agency Briefings and Watch Center Visits  
Schedule of Consultations  
Program of Overseas Visits

DCI  
EXEC  
79



OFFICE OF THE VICE PRESIDENT  
WASHINGTON

AGENDA FOR MEETING SEPTEMBER 18, 1985

---

- o Remarks by Chairman
- o Progress Report by Executive Director
- o Review of Projected Schedule
- o Discussion of new programs and emergent issues by principals

Attachments:

Task Force Schedule  
List of Agency Briefings  
Schedule of Agency Briefings  
Program of Overseas Visits





OFFICE OF THE VICE PRESIDENT  
WASHINGTON

SEP 13 1985

MEMORANDUM FOR THE STAFF

FROM: J. L. Holloway, III *J L Holloway*  
SUBJECT: Task Force Planning Schedule and Milestones

July

- 16 - Admiral J. L. Holloway III, USN (Ret.) appointed Executive Director of Vice President's Task Force on Combatting Terrorism.
  - Commence organizational phase
- 25 - Meeting of Task Force for discussion and approval of proposed Task Force organization.
  - Commence staffing and arrangements for facilities and support.

August

- 8 - Meeting of Task Force Working Group in Task Force Headquarters
  - Commence Phase I: Research and Analysis
    - Tasks assigned
    - Collateral responsibilities assigned
- 9 - Meeting of Task Force Chairman (V.P.) and Executive Director
  - Discussion and approval of Phase I planning
- 13 - Meeting with Special Assistant to Vice President for Public Relations to formulate Task Force public affairs policy
- 21 - Meeting with Liaison Group
  - Establish contact
  - Brief on organization and Phase I
  - Discuss terrorism definition
- 22 - Executive Director meeting with Task Force Chairman (Vice President) for discussion and approval of Phase I schedule matters.
  - Staff task assignments
  - Congressional liaison plan

- Consultation schedule
  - Field trips
  - Overseas visits
- 23 - Meeting with Research and Analysis Group consultants to brief on progress, assign tasks and establish schedule
- 26 - Commence consultations with external authorities and experts

#### September

- 4 - Meeting with Research and Analysis Group to discuss Phase I progress
- 5 - Task Force Chairman meets with Staff Working Group to receive briefings from individual members on assigned tasks, overseas visits, and Task Force progress to date
- 11 - Initial meeting of Senior Review Group with Staff Working Group for briefing on organization and discussion of Phase I progress.
- 16 - Meeting of Task Force Chairman (VP) with Congressional Terrorism Group for round table discussions
- 18 - Meeting of Task Force Principals for briefing of progress to date and discussion of any issues requiring resolution
- 19 - Commence program of visits of Staff Working Group to foreign capitals for international discussions.

#### October

- 3 - Working Staff meeting on Issue Papers
- 9 - Draft Issue Papers to Executive Director
- 11 - Complete schedule of overseas visits
- 15 - Issue Papers distributed to Senior Review Group
- 18 - Complete program of consultations
- 25 - Commence Phase II: Evaluation of Issues
- 30 - Meeting of Senior Review Group and Staff Working Group
- Working Group task progress to date
  - Discuss unresolved issue papers

November

- 12 - Meeting of Task Force principals
  - Briefing on Phase II
  - Report on progress to date
- 18 - Complete Phases I and II
  - Commence Phase III: Program Formulation
- 22 - Meeting of Liaison Group with Staff Working Group to circulate and discuss first draft of report.
- 27 - Meeting of Senior Review Group with Staff Working Group to discuss first draft
  - Identify differences
  - Offer alternative proposals
  - Consider alternatives

December

- 2 - Staff Working Group produce second draft based on concensus of Senior Review Group positions
  - Circulate to Liaison Group
- 5 - Meeting of Senior Review Group to address and resolve areas of disagreement in second draft
- 6 - Staff Working Group produce draft 3
  - Circulate to Liaison Group
- 10 - Staff Working Group meets with Liaison Group to resolve outstanding differences
- 11 - Staff Working Group produces draft 4
  - Circulate draft 4 to Liaison Group and SRG
  - Staff Working Group produce semi-final draft, noting areas of disagreement with recommended Executive Director's options
  - Circulate semi-final draft to VP, Task Force principals, SRG and Liaison Group

- 12 - Executive Director brief and discuss semi-final draft with Task Force Chairman (VP)
- 16 - Meeting of Task Force principals to discuss semi-final draft and resolve remaining issues
- 19 - Final draft submitted to Task Force Chairman (VP) for signature, forwarding to President
- 20 - Report signed and forwarded to President.

Watch Center Visits by Task Force Working Group

White House Situation Room  
NSC - Crisis Management Center  
Department of State  
Department of Defense (NMCC/NMIC/CAJIT)  
National Security Agency  
Department of the Navy (Anti-Terrorist Alert Center)  
Federal Bureau of Investigation  
Central Intelligence Agency

BRIEFINGS BY AGENCY/DEPARTMENT ELEMENTS

Dept. of Defense - International Security Affairs  
Army Intelligence Support Activity  
National Narcotics Border Interdiction System  
President's Foreign Intelligence Advisory Board  
DCI Intelligence Community Staff  
CIA Counterterrorism Group  
State Department - Office for Combatting Terrorism  
FBI Criminal Investigative Division  
National Security Council - Counterterrorism  
National Security Agency - Terrorism Section (G1)  
Federal Aviation Administration, Office of Aviation Security  
Joint Special Operations Agency  
Department of Energy  
Navy Anti-Terrorist Alert Center  
National Intelligence Officer for Counterterrorism & Narcotics  
INTERPOL  
Department of State, Office of Security

CONSULTATION LIST FOR TASK FORCE ON COMBATTING TERRORISM:

CDR J. B. Agee, Navy Anti-Terrorist Alert Center (ATAC)  
Dr. Yonah Alexander, Georgetown University Center for Strategic and  
International Studies (CSIS)  
Charles Allen, Director Central Intelligence/National Intelligence  
Officer (DCI/NIO) (Terrorism)  
Mrs. Ann Armstrong  
Howard T. Bayne  
Dr. J. Bowyer Bell  
Dr. Z. Brzezinski  
Dr. Ray Cline, CSIS  
Dr. Martha Crenshaw, Wesleyan Univ.  
Lawrence Eagleberger  
Dr. Thomas Evans, Johns Hopkins/Applied Physics Lab (APL)  
William F. Farrell, Naval War College  
Dr. Franco Ferracuti, Italy  
Amb Louis G. Field, Jr.  
COL Mike Flynn, JSOC J2  
Commodore Cathal Flynn, DOD Naval Investigative Service (DOD/NIS)  
Samuel T. Francis, Heritage Foundation  
GEN Paul Gorman (Ret.)  
GEN Alexander Haig  
Amb Richard Helms  
Paul Henze, Rand Corporation  
[redacted] DOD/NSA  
ADM Inman (Ret.)  
Brian Jenkins, Rand Corp.  
Dr. Judith Kipper, American Enterprise Institute (AEI)  
Dr. Henry Kissinger  
Mr. Noel Koch, DOD International Security Affairs (DOD/ISA)  
Dr. Robert H. Kupperman  
Amb Bruce Langen  
Michael Ledeen, CSIS  
Dr. Neil C. Livingstone  
ADM Long (Ret.)  
Dr. Edward Luttwak, CSIS  
Mr. Ed Mickolus, author  
[redacted] DCI/SIGINT Committee  
[redacted], DCI Senior Review Group  
Rick Mooney, Australian CT expert  
Vadm Moreau, DOD/Joint Staff  
Amiran Nir, Israel, Special Asst on Terrorism to Prime Minister  
COL Augustus Norton, U.S. Military Academy  
John Norton, PGH Div of Public Safety/  
Pres Int Assn Chiefs of Police  
General William Odom, USA  
COL Chuck Owens, Army ACSI Staff  
H. Ross Perot  
Amb Tony Quainton  
Jeff Record  
MGEN Rice, DOD/JSOA  
[redacted] NSA G1  
Dr. Gary Sick, Ford Foundation  
Robert J. Simmons, Former Staff Director, SSCI  
John R. Simpson, Dir Secret Service, INTERPOL

STAT

STAT  
STAT

STAT

CONSULTATION LIST FOR TASK FORCE ON COMBATTING TERRORISM:(cont.)

Dr. Stephen J. Sloan, CADRE, Maxwell AFB  
Frederick W. Smith, Chairman, Federal Express  
Susan Stautberg, Public Affairs Director, Touche Ross  
MGEN Carl Steiner, JSOC  
Dick Steinner, DOJ/INTERPOL Chief  
Clair Sterling, author  
Amb Walt Stoessel  
Dr. William J. Taylor, Jr., CSIS  
John Thomas, Asst Sec State for Admin  
Amb Malcomb Toon  
Dr. Steven Van Cleave

DOD/NSA  
Amb Vernon Walters (UN)  
Prof. Paul Wilkinson, UK, Aberdeen Univ.  
LT GEN Williams, DOD/DIA  
Bob Woodward, journalist  
R. James Woolsey

Risks International (Rep)  
ERG Border Patrol Group 9 (Rep)  
UK Special Air Service (Rep)  
Israel: Anti-Terrorist Office (Rep)

STAT

.International Consultations

Tentative Itineraries

18 September 1985.

Admiral James Holloway, III, USN, Retired - London  
Lieutenant Commander Craig Coy, USCG

Ambassador Edward Peck - Bogota - Panama/SOUTHCOM - San Salvador  
Captain Lou Boink, USN (Tegucigalpa, Managua)\*  
Lieutenant Colonel Robert Earl, USMC

Colonel David Cole - Rome - Bonn (Paris) - EUCOM  
Lieutenant Colonel Patrick Daly, USAF

Captain David McMunn, USN - Tel Aviv - Amman (Cairo, Kuwait)

STAT

\*Posts in Parentheses will be asked to send representatives.



SECRET 

25X1

## Briefing Book for DDCI

## In preparation for:

- Meeting Vice President's Task Force on Combatting Terrorism
- 1030, 18 September 1984 in the Roosevelt Room
- To be chaired by the Vice President

## Attendees:

The Vice President  
Secretary Baker, Mr. Bob Kimmitt  
Secretary Weinberger (possible)  
Admiral Holloway, Executive Director, LTCMDR Craig Coy  
Admiral Poindexter, Lt. Col. Oliver North  
Others not yet identified

Note: Attendance is limited to principals plus one. Charles E. Allen, NIO for Counterterrorism and Narcotics, will accompany DDCI.

## Subject of Meeting:

- Task Force will be briefed on progress of staff's work to date and problems which it has confronted.
- Admiral Holloway has asked that principals raise topics of concern or matters of information for the Task Force's information.

SECRET 

25X1

SECRET 

25X1

25X1

Task Force Background:

The Vice President's Task Force on Combatting Terrorism was established by NSDD 179. (See tab) It is charged with reviewing and evaluating U.S. policy and programs to combat terrorism. That includes review of:

- national priorities for CT
- responsibilities, accountability, cooperation and coordination of the various government agencies involved
- present laws and law enforcement
- public awareness and support
- resources
- international cooperation

Recommendations are due to the President by the end of 1985.

SECRET <sup>2</sup> 

25X1

SECRET/ [ ]

Organization:

The Task Force is chaired by the Vice President. Membership is shown above under "Attendees".

Admiral J. L. Holloway III serves as the Executive Director and Ambassador Edward L. Peck as the Deputy Director. A Working Group consisting of seven full time members [ ] provides staff support. It is assisted by a four-man Liaison Group and two consultants.

25X1

A Senior Review Group oversees the Working Group effort and provides guidance to the Executive Director on study matters. (See tab for membership of Senior Review Group.) Charlie Allen, NIO/CT-Narc, represents the DCI on this group.

Work Status

The Working Group has divided its effort along the following lines (see tab for details):

- organization and missions of Executive Branch elements
- legal matters
- consultations with experts
- public affairs and media relations
- congressional relations
- incident management

The Senior Review Group has met once to hear progress reports on the above. Work was still in the formative stages at that point, however, and little of substance was discussed.

The Working Group will be consulting with both government and private sector experts on counterterrorism. (See Tab for complete list of consultations.) It will also travel abroad. Two-man teams will visit Europe, Latin America, and the Middle East.

Principal Milestones

- 18 September - meeting of principals
- 15 October - first issue papers to Review Group
- 30 October - meeting of Review Group to discuss issue papers
- 2 November - meeting of Task Force Principals status report
- 7 November - meeting of Senior Review Group discuss first draft of report
- 5 December - meeting of Senior Review Group on second draft
- 11 December - Semi-final draft to Task Force principals

3  
SECRET/ [ ]

25X1

SECRET

25X1

--19 December - final draft submitted to Vice President

--20 December - report signed and forwarded to President

(A complete schedule is shown at Tab.)

SECRET/4

25X1



**CONFIDENTIAL**SYSTEM II  
90763THE WHITE HOUSE  
WASHINGTON,CONFIDENTIAL

July 20, 1985

National Security  
Decision Directive 179TASK FORCE ON COMBATTING TERRORISM (U)

International terrorism poses an increasing threat to U.S. citizens and our interests. Terrorists are waging a war against, not only the United States, but all civilized society in which innocent civilians are intentional victims and our servicemen are specific targets. (U)

The United States Government has an obligation to protect its citizens and interests against terrorists who have so little regard for human life and the values we cherish. To the extent we can, we should undertake action in concert with other nations which share our democratic institutions to combat the menace of terrorism. We must, however, be prepared to act unilaterally when necessary. It is, therefore, imperative that we develop a sustained program for combatting terrorism. (C)

To ensure that all appropriate resources of the United States Government are dedicated to this task, the Vice President is appointed to convene a government-wide task force on combatting terrorism. (U)

The Vice President's task force will:

- review and evaluate the effectiveness of current U.S. policy and programs on combatting terrorism, to include:
  - an assessment of national priorities currently assigned to effectively combat terrorism, especially earlier recommendations regarding organization in NSDD-30 and adequacy of intelligence responsibilities in NSDD-138 and Presidential Executive Order 12333;
  - the assignment of responsibilities and accountability for ensuring interagency cooperation and coordination before, during, and after a terrorist incident;
  - a review and evaluation of present laws and law enforcement programs dealing with terrorism;
  - the adequacy of public awareness and support;

CONFIDENTIAL  
Declassify: OADR**CONFIDENTIAL**COPY 2 OF 10 COPIES  
VP

**CONFIDENTIAL****CONFIDENTIAL**

2

- provisions for funding and personnel; and
  - an evaluation of current levels of programs of international cooperation and coordination.
- make recommendations as appropriate to the President by the end of 1985. (C)

The task force on combatting terrorism, chaired by the Vice President, will include the Secretaries of State, Treasury, Defense, and Transportation; the Attorney General, the Director of the Federal Bureau of Investigation; the Director of Central Intelligence; the Director of the Office of Management and Budget; the Assistant to the President for National Security Affairs; the Chairman of the Joint Chiefs of Staff; the Chief of Staff to the President; the Chief of Staff to the Vice President; the Assistant to the Vice President for National Security Affairs; the Executive Director of the Task Force; and others as appropriate. (U)

The Vice President will appoint a senior Executive Director for the task force who will work under the direct supervision of the Vice President. The Executive Director may task any government department or agency, individual or organization to contribute to the work of the task force. To support the work of the task force, a working group will be established for which members may be drawn from departments/agencies represented on the Interdepartmental Group on Combatting Terrorism, the Interagency Intelligence Committee on Terrorism, and others as appropriate. The working group will prepare substantive recommendations to the task force for consideration. (U)

The task force will select a group of consultants which will provide advice to the task force as necessary. A Secretariat Staff for the task force may be established as appropriate. (U)

*Ronald Reagan*

**CONFIDENTIAL****CONFIDENTIAL**

COPY 2 OF 10 COPIES  
VP

ROSTER OF SENIOR  
REVIEW GROUP



ON-FILE NSC RELEASE INSTRUCTIONS APPLY



OFFICE OF THE VICE PRESIDENT  
WASHINGTON

SENIOR REVIEW GROUP

STATE: Ambassador Robert Oakley, 632 9892

TREASURY: J. Robert McBrien, 566 8534

DEFENSE: Noel Koch, 697 7728

JUSTICE: Lowell Jensen, 633 2101

TRANSPORTATION: Matthew Z. Scocozza, 426 4544

CIA: Charles Allen,

STAT

JCS: VADM Arthur S. Moreau, 697 9124

FBI: Oliver Revell, 324 3333

NSC: VADM John Poindexter, 456 2257

WHITE HOUSE: Fred F. Fielding, 456 2632

OMB: Dr. Alton Keel, 395 6190

CONSULTATIONS

## MEMORANDUM

OFFICE OF THE VICE PRESIDENT  
 ON-FILE NSC RELEASE INSTRUCTIONS APPLY  
 WASHINGTON

4 September 1985

## MEMORANDUM FOR THE STAFF

FROM: J. L. Holloway, III *J L Holloway*<sup>TM</sup>  
 SUBJECT: Procedures for Consultations

A list of persons shall be prepared from within the government, retired from public service and from the civilian sector who are acknowledged and recognized to be authorities in the field of terrorism or who have had experience in government operations in dealing with terrorism. These individuals will be invited to provide their views, observations and opinions to the Task Force. These interviews or consultations may be accomplished in several different formats:

- (a) Seminar: Where it may be useful to use a seminar technique, three or four individuals will be invited to participate in a round-table discussion. Several members of the Working Staff will be present in order for the questioning to cover a wide range of topics. One member of the Working Staff will be designated as action officer to take notes and prepare the consultation report. In a session with the Vice President presiding, the Executive Director and an action officer from the Working Staff will be present to take notes and to prepare the report of the session.
- (b) Staff discussion: Individuals may be invited to the Task Force headquarters to meet with members of the Working Staff to present their views. Several members of the Working Staff will be present to conduct the discussion, with one designated as an action officer to prepare the report.
- (c) Office calls: In certain cases it may be most convenient to call on the consultant in his own office. In these cases the action officer, who will conduct the discussion and be responsible for the report, may or may not be accompanied by one or more of his colleagues from the Working Staff.

Each interview will be briefed in a report by the designated action officer from the Working Staff. This report will show the time and place of the interview and those present. It should also include a brief statement of the experience and qualifications of the person interviewed. This may be in the form of an appended

biography. The final paragraph of the report will summarize any particular observations, comments, suggestions, or recommendations made by the interviewee that are considered worthy of further investigation by the Task Force. As a minimum, the following opinions should be elicited:

- (a) What should be done, that is not being currently done in combatting terrorism.
- (b) What is being done that could be improved upon.
- (c) What one or two specific areas should be concentrated on and emphasized to improve our effectiveness in combatting terrorism.

MILESTONES

ON-FILE NSC RELEASE INSTRUCTIONS APPLY



OFFICE OF THE VICE PRESIDENT  
WASHINGTON

SEP 9 1985

MEMORANDUM FOR THE STAFF

FROM: J. L. Holloway, III *J L Holloway*  
SUBJECT: Task Force Planning Schedule and Milestones

July

- 16 - Admiral J. L. Holloway III, USN (Ret.) appointed Executive Director of Vice President's Task Force on Combatting Terrorism.
  - Commence organizational phase
- 25 - Meeting of Task Force for discussion and approval of proposed Task Force organization.
  - Commence staffing and arrangements for facilities and support.

August

- 8 - Meeting of Task Force Working Group in Task Force Headquarters
  - Commence Phase I: Research and Analysis
    - Tasks assigned
    - Collateral responsibilities assigned
- 9 - Meeting of Task Force Chairman (V.P.) and Executive Director
  - Discussion and approval of Phase I planning
- 13 - Meeting with Special Assistant to Vice President for Public Relations to formulate Task Force public affairs policy
- 21 - Meeting with Liaison Group
  - Establish contact
  - Brief on organization and Phase I
  - Discuss terrorism definition
- 22 - Executive Director meeting with Task Force Chairman (Vice President) for discussion and approval of Phase I schedule matters.
  - Staff task assignments
  - Congressional liaison plan

- Consultation schedule
  - Field trips
  - Overseas visits
- 23 - Meeting with Research and Analysis Group consultants to brief on progress, assign tasks and establish schedule
- 26 - Commence consultations with external authorities and experts

#### September

- 4 - Meeting with Research and Analysis Group to discuss Phase I progress
- 5 - Task Force Chairman meets with Staff Working Group to receive briefings from individual members on assigned tasks, overseas visits, and Task Force progress to date
- 11 - Initial meeting of Senior Review Group with Staff Working Group for briefing on organization and discussion of Phase I progress. ]
- 16 - Meeting of Task Force Chairman (VP) with Congressional Terrorism Group for round table discussions
- 18 - Meeting of Task Force Principals for briefing of progress to date and discussion of any issues requiring resolution ]
- 19 - Commence program of visits of Staff Working Group to foreign capitals for international discussions.

#### October

- 3 - Working Staff meeting on Issue Papers
- 9 - Draft Issue Papers to Executive Director
- 11 - Complete schedule of overseas visits
- 15 - *Issue papers provided Review Group -- more to follow.* ]
- 18 - Complete program of consultations
- 25 - Commence Phase II: Evaluation of Issues
- 30 - Meeting of Senior Review Group and Staff Working Group ]
- Working Group task progress to date
  - Discuss unresolved issue papers

November

- 12 - Meeting of Task Force principals
  - Briefing on Phase II
  - Report on progress to date
- 18 - Complete Phases I and II
  - Commence Phase III: Program Formulation
- 22 - Meeting of Liaison Group with Staff Working Group to circulate and discuss first draft of report.
- 27 - Meeting of Senior Review Group with Staff Working Group to discuss first draft
  - Identify differences
  - Offer alternative proposals
  - Consider alternatives

December

- 2 - Staff Working Group produce second draft based on consensus of Senior Review Group positions
  - Circulate to Liaison Group
- 5 - Meeting of Senior Review Group to address and resolve areas of disagreement in second draft
- 6 - Staff Working Group produce draft 3
  - Circulate to Liaison Group
- 10 - Staff Working Group meets with Liaison Group to resolve outstanding differences
- 11 - Staff Working Group produces draft 4
  - Circulate draft 4 to Liaison Group and SRG
  - Staff Working Group produce semi-final draft, noting areas of disagreement with recommended Executive Director's options
  - Circulate semi-final draft to VP, Task Force principals, SRG and Liaison Group



- 12 - Executive Director brief and discuss semi-final draft with Task Force Chairman (VP)
- 16 - Meeting of Task Force principals to discuss semi-final draft and resolve remaining issues ]
- 19 - Final draft submitted to Task Force Chairman (VP) for signature, forwarding to President
- 20 - Report signed and forwarded to President.

TASKS  
w/TASK ASSIGNMENTS  
& NSDD ASSIGNMENTS  
(BOINK)

MEMORANDUM

ON-FILE NSC RELEASE INSTRUCTIONS APPLY

## OFFICE OF THE VICE PRESIDENT

WASHINGTON

4 September 1985

## MEMORANDUM FOR THE STAFF

FROM: J. L. Holloway, III

*J. L. Holloway*

SUBJECT: Tasks

Phase I of the Task Force's work, research and analysis will be organized into six discrete tasks. These are listed below in general order of accomplishment:

- Task A. Terrorism defined. The purpose of this task is to construct a definition of terrorism which will serve as the basis for establishing the scope of the Task Force's work. This will be an empirical definition for the specific purpose of determining the nature and scope of the national program. The Working Group will prepare an initial draft definition or set of definitions. This draft will then be circulated to the Senior Review Group for comments from within the various agencies. From these comments, the definitions will be refined in an iterative process, until a definition acceptable to the Task Force has been derived.
- Task B. Existing Program. Official documents will be reviewed and responsible officials throughout the cognizant agencies will be interviewed to establish the total scope and content of the existing program at the national level for combatting terrorism. The end product of this task will be a summary of the current national program for combatting terrorism in outline form by program elements, showing the agencies responsible for the accomplishment of the various functions.
- Task C. Survey of Congressional Positions. This task will review the published reports of Congressional hearings on terrorism and related subjects to identify Congressional concerns, attitudes, and positions. Because this material is voluminous, assistance may be requested from the Congressional staffs to assist in the screening and consolidation of this material. From this survey, issues will be identified and reviewed.
- Task D. Survey of Media Opinion. The purpose of this project is to review media statements and editorials to identify and extract the principal concerns and issues as perceived in the media regarding the terrorism problem. From this survey, issues will be identified and reviewed.

Task E. Survey of Published Literature. This will be a review of published books and pamphlets on the subject of terrorism and its related phenomena to identify the issues for combatting terrorism proposed therein.

Task F. Consultations. The function of this task is to investigate and utilize the knowledge and experience of acknowledged experts in the field of terrorism who are not currently active in government positions responsible for the formulation of policy or the implementation of actions in connection with combatting terrorism. In the conduct of this task, a list will be developed of individuals who are acknowledged as authorities or experts in the field of terrorism. From this list, consultations with these authorities by members of the Task Force Working Group will be scheduled to elicit views and recommendations. From each consultation, a report will be prepared by a designated staff Working Group member. From these reports, issues will be extracted.

OFFICE OF THE VICE PRESIDENT  
WASHINGTON

August 8, 1985

STAFF MEMORANDUM

SUBJECT: Staff Working Group Assignments

The following is an initial assignment of task coordination and collateral responsibilities to the Staff Working Group members.

ADM Holloway - Executive Director

AMB Peck - Deputy Director

LCDR Coy - Executive Assistant

Lt Col Earl - Task A: Terrorism Defined  
Collateral: Security

[Redacted] - Task B: Current Program

COL Cole - Task C: Survey of Congressional Views  
Collateral: Congressional Liaison

Lt Col Daly - Task D: Survey of Media Opinion  
Collateral: Public Affairs

CAPT Boink - Task E: Survey of Published Material

CAPT McMunn - Task F: Consultations

STAT

NSDD 179 AREAS OF RESPONSIBILITY

| <u>Area</u>                                | <u>Assignment</u> |
|--|-------------------|
| National Priorities                        | Ed Peck           |
| Funding and Personnel                      | Bob Earl          |
| Organization                               |                   |
| Intelligence                               |                   |
| Laws/Law Enforcement Programs              | Dave Cole         |
| Public Awareness/Support                   | Pat Daly          |
| International Cooperation/<br>Coordination | Lou Boink         |
| Responsibilities/Accountabilities          | All Hands         |

STAT